

## STATE OF HAWAII

**11 FEB 17 A8 40 NOTICE OF AND REQUEST FOR EXEMPTION  
FROM CHAPTER 103F, HRS**

STATE PROCUREMENT OFFICE

To: STATE OF HAWAII  
Chief Procurement OfficerFrom: **Director of Health***Department/Division/Branch or Office*

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

1. Title and description of health and human service(s): This request for exemption is to procure respite services for clients of the Child and Adolescent Mental Health Division, Developmental Disabilities Division, and Family Health Services Division. Respite services are being procured in accordance with Section 5 of Act 324/HSL 1990.	
2. Provider Name and Address:	Various respite caregivers or family members.
3. Total Contract Funds:	\$178,895
Contract Funds per Year (if applicable):	\$178,895
4. Reference number of Previous Request for this Service (if applicable):	
5. Term of Contract:	Start: CPO approval date End: 6/30/12
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State: A sum of \$200,000 was appropriated under Section 2 of Act 191/HSL 2010 (Emergency and Budget Reserve Fund) for respite services. Out of the \$200,000 appropriated, approximately \$21,105 will be used to contract for check writing services with the University of Hawaii, and the balance of \$178,895 will be used for reimbursement to caregivers of respite services, either directly to the respite provider, or via the family to the respite provider. It would not be practicable or advantageous for the State to procure services with caregivers because the family makes the decision as to the selection of the caregiver. Further, it would not be practicable for the State to issue individual purchase orders to the multitude of caregivers involved given the short time frame in which to expend the funds.  In summary, this request is to exempt \$178,895 in order to provide reimbursement to various caregivers of respite services. The end date of the contract has been set at June 30, 2012 in anticipation of the passage of S.B. 1288, which is the Governor's bill to extend the lapse date of Act 191's appropriations from June 30, 2011 to June 30, 2012.	
7. Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable: As mentioned above, the decision as to the selection of the caregiver is made by the families, and there are a multitude of caregivers in this program.	

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8. Describe the state agency's internal controls and approval requirements for the exempted procurement:  
The following safeguards shall be implemented to ensure financial accountability: a) the State shall authorize the following in writing to each family: 1) the total number of respite hours available for the duration of the respite program; and 2) the reimburseable cost per hour; b) the family or respite provider shall provide an invoice periodically to the State to be reimbursed for services; c) the invoice shall be signed by both the respite provider and the family and shall indicate the date(s) of service, the number of respite hour(s) used per date of service, the hourly rate, and the total amount to be reimbursed; and d) the check writing vendor shall provide utilization reports for financial reconciliation.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:  
Gordon Takaki, Public Health Administrative Officer V

10. Direct questions to (name & position): Gordon Takaki, Public Health Admini. Officer V  
Phone number: 733-8365  
e-mail address: gordon.takaki@doh.hawaii.gov

**I certify that the information provided above is to the best of my knowledge true and correct.**

  
Department Head Signature

2/18/11  
Date

Loretta J. Fuddy, Acting Director of Health  
Typed Name

**NOTICE**

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Aaron Fujioka, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

Chief Procurement Officer's Comments:

This award is required to be posted on the Awards Reporting System.

☒ APPROVED    ☐ DISAPPROVED    ☐ NO ACTION

  
Chief Procurement Officer Signature

3/4/2011  
Date

Please ensure adherence to applicable administrative requirements.